

OVC Advisor

Grade 11

Salary N\$291,721 p.a. (starting salary)

Application process:

Namibian Candidates Preferred.

Interested applicants should submit their curriculum vitae together with certified copies of relevant documents to: The Human Resources Specialist, USAID/Namibia, 39 Post Street Mall, 6th Floor Channel Life Building, Windhoek, or mail to: The Human Resources Specialist, United States Agency for International Development, Private Bag 12028, Ausspännplatz, Windhoek, **no later than 12:00 am on Friday, October 24, 2008.**

Email applications (scanned certified copies of relevant documents must be attached) will be accepted. Please send all documents to **namibiajobapps@usaid.gov**. **No faxed applications will be accepted.**

Applications submitted will not be returned. Only short listed candidates will be contacted. For more information, please contact Ms. Olga Mujahere at (264) 61-273-729.

Detailed Position Description:

The OVC Advisor serves as the primary USAID technical advisor of USAID/Namibia's Orphans and Vulnerable Children (OVC) portfolio under the guidance and supervision of the Senior Technical Advisor for Care and Nutrition. The incumbent will administer USAID/Namibia's OVC program involving the President's Emergency Plan for AIDS Relief (PEPFAR) as well as Child Survival and Health (CSH) resources. The incumbent will provide high level programmatic assistance and support for the entire OVC portfolio totaling more than \$8 million/year. S/he will be the primary resource person on the OVC program and will be responsible for coordinating the flow of all OVC information across USG agencies working in Namibia.

The incumbent works under the direct supervision of the Senior Technical Advisor in Care and Nutrition and assists in identifying, designing, managing, monitoring, evaluating, and reporting on Mission-funded health and HIV/AIDS activities involving OVC. S/he will support the Senior Technical Advisor for Care and Nutrition in overall program management and leadership, including strategic planning and budgeting, developing implementing mechanisms, identifying appropriate implementing partners. In that capacity, s/he will provide advice on achievement of related results. The incumbent is responsible for developing a thorough knowledge of current developments in health and the impact of HIV and AIDS on OVC and for establishing and maintaining close working relationships with representatives of public, private and not-for-profit organizations working on OVC issues in Namibia. While carrying on duties, s/he will interact as needed with officials from USAID, US Embassy, Centers for Disease Control and Prevention (CDC), Peace Corps, and other USG Agencies, Namibian Government Officials at the National and Regional levels, and other Donors and NGOs. The incumbent will also serve as Cognizant Technical Officer and Activity Manager for international and local partners working in Namibia. The OVC Specialist will also represent USAID at public functions, government and donor meetings, and on the interagency PEPFAR task force.

As a priority focus country, the USAID/Namibia HIV/AIDS and Health Office manage approximately \$50 million per year in Emergency Plan funds. Ten percent of all USG funds under the Emergency Plan are earmarked for care and support to OVC. The Mission provides all direct care and support services to approximately 56,520 OVC. As such, the role of the OVC Technical Advisor in management and

implementation of OVC resources is critical. Coordination of activities and strategic plans with other USG agencies (CDC, State, Peace Corps, and DOD), development partners (Global Fund, MCC), the UN (UNAIDS, UNICEF, UNDP), and relevant line Ministries (Gender Equality and Child Welfare; Education) is also essential.

14. MAJOR DUTIES AND RESPONSIBILITIES

A. Program Development

[15%]

As the OVC Advisor in USAID/Namibia, the incumbent maintains frequent consultation with senior counterparts in the National and Regional Government, local and international non-governmental organizations, and other USG Agencies involved in providing OVC assistance in Namibia. These include representatives from the Ministry of Gender Equality and Child Welfare, the Ministry of Education, the Ministry of Health, the Ministry of Safety and Security, as well as other relevant line Ministries involved in the care and support of OVC. The incumbent must also work with non governmental organizations, universities, the U.S. Embassy, Peace Corps, and the CDC. Through these contacts, the incumbent remains informed and up-to-date on technical and management issues that affect the design and implementation of the Agency's OVC and HIV/AIDS portfolio. The incumbent also uses these contacts to keep counterparts informed about USAID and OGAC policies and procedures and provides timely technical updates that will be of use to the counterparts. The incumbent recommends and organizes site visits for key high level visitors as necessary. The incumbent also liaises with other offices of USAID, the U.S. Embassy, Peace Corps, and CDC as necessary for the full success of the USAID HIV/AIDS and TB program and its impact on OVC in Namibia.

Project Development

[15%]

Under the supervision of the Senior Technical Advisor in Care and Nutrition and in collaboration with other members of the HIV/AIDS team, the program, contracts, and controllers offices, the regional legal advisor and the inter-agency PEPFAR technical team, the incumbent identifies and documents technically sound, cost effective, and practical approaches for achieving results within the management responsibility of the team's OVC portfolio. This includes assisting in the preparation of design and other pre-obligation documentation required for initiating and funding OVC activities; ensuring integration of gender and environmental considerations in activity design; reviewing and ranking proposals for activity implementation; and recommending proposals for USAID funding to the authorized award agent. The incumbent may also be expected to participate, along with staff from contracts and controllers offices, in assessing the institutional capacity of implementing partners prior to award.

Project Management

[70%]

The incumbent will provide regular status reports on progress for all projects under his/her responsibility to the Senior Technical Advisor in Care and Nutrition and to the Deputy Director and will prepare the semi-annual Progress Report, the annual report to OGAC, and other reports that report on OVC issues. Together with the HIV/AIDS team, the incumbent will prepare the annual country operational plan, including tracking changes, editing and verifying partners' submissions for completeness and consistency with PEPFAR guidance. The incumbent will be responsible for coordinating and monitoring the flow of OVC-related information and documentation from the U.S. Embassy, CDC, OGAC and implementing partners. S/he will manage the OVC partners' distribution list and the OVC Namibia technical working group distribution list and the OVC content distributed to PEPFAR partners. The incumbent will maintain a current OVC database, including all site visit reports, progress meeting reports, and other reports. S/he will organize periodic OVC partner meetings with the Ministry of Gender Equality and Child Welfare to share progress and best practices in the OVC arena. S/he will update OVC information in the PEPFAR OVC portfolio, including PowerPoint presentations, success stories, site visit reports, data quality sheets and other documents as required. The incumbent will also maintain financial and expenditure spreadsheets and assist the Senior Technical Advisor in Care and Nutrition and the HIV/AIDS Team Deputy Director in maintaining a system to track the allocation of the different

funding streams (e.g. PEPFAR, Child Survival and Health) by project. In addition, the incumbent will work with controller's office in tracking all PEPFAR expenditures and provide regular feedback to the team to ensure that project expenditures are within the PEPFAR guidelines.

As Activity Manager for the HIV/AIDS Teams' OVC program and as the primary resource person for all OVC projects, the incumbent is expected to undertake regular site visits of grantees and maintain frequent communication with implementing partners to ensure that partners have feasible, results-oriented, gender-sensitive work and financial plans in place; that activity implementation is proceeding in accordance with those plans; that planned inputs and outputs are clearly identified and produced on schedule; that funding advances are requested, provided, expended and liquidated in accordance with financial plans and USAID procedures; that pipelines are reviewed with grantees at least quarterly; that timely audits are carried out in accordance with the agreement and any audit recommendations closed; that completed activities are promptly closed out; and that the terms and conditions of activity agreements are complied with. The incumbent is responsible for assisting implementing partners to troubleshoot implementation problems and for bringing management and politically sensitive issues to the attention of USAID management. The incumbent will monitor the impact of OVC activities on the achievement of the Mission's health and PEPFAR objectives, which includes ensuring that: a results monitoring plan is in place for each activity; these plans links partners' inputs and outputs to USAID and PEPFAR results; objectively verifiable, impact indicators, corresponding data sources, baselines and targets have been identified in the plan and are gender desegregated as appropriate; the implementing partner systematically collects and reports correct performance monitoring data; the data is promptly communicated to the Health Team; and the implementing partner receives monitoring technical assistance if required.

Additionally, the incumbent will assist the Monitoring and Evaluation Advisor in: analyzing the data and providing feed back on OVC performance data to partners; determining when activity evaluations are necessary; and aggregating the results across the OVC portfolio and assessing the implications of these data for the causal relationship between the activities and the relevant results. The incumbent will act as official USAID representative on inspection visits to project sites; does assessments of these visits and recommends authoritative solutions to problems where they exist, and possess skills in successfully negotiating with parties concerned to resolve issues.

15. QUALIFICATIONS

a. Education:

A Masters degree in Counseling, Social Work or related field of study with a focus in public health.

b. Prior Work Experience:

At least five years of professional experience in program design, management and implementation with a focus on OVC and experience working within HIV/AIDS settings in a development host country context; Work experience of 5-7 years with OVC and/or vulnerable children and education programs required.

c. Post Entry Training:

Courses in Project Implementation, Project Design, Monitoring and Evaluation and Development Studies Program (or their equivalent) are highly desirable.

d. Language Proficiency:

Level IV English is required for both oral and written English.

e. Knowledge:

A solid grasp of the issues and approaches to HIV/AIDS sector, specifically OVC and/or vulnerable children is required.

f. Abilities and Skills:

Must be self-motivated and possess strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners; be able to communicate effectively both in speech and writing with a broad range of individuals and organizations, including high level officials of the GRN and the private sector; must have the ability to conceptualize, manage and evaluate activities;

16. POSITION ELEMENTS

a. Supervision Received:

The Senior Technical Advisor in Care and Nutrition is the immediate supervisor. Assignments are defined primarily by overall objectives to be achieved and suggested approaches to consider. Performance is evaluated primarily in terms of results achieved and compliance with policy.

b. Available Guidelines:

Office of the Global AIDS Coordinator, U.S.G Namibia 5-Year Global HIV/AIDS Strategy; Global Pillar, Office of HIV/AIDS Expanded Response documentation and guidance, the ADS; Project Officers' Guide Book, Evaluation Handbook; the Federal Acquisitions Regulations Handbook; and Mission Orders.

c. Exercise of Judgment:

A high degree of independent judgment is required for the interpretation and application of all applicable guidelines, and for situational assessment, decision making, planning, monitoring and evaluating design and program activities, reporting and other assignments.

d. Authority to Make Commitments:

Because the position is procured through a personal services contract, the incumbent cannot make financial commitments on behalf of the U.S. Government. The incumbent will exercise authority over the planning, implementation and management of project activities. All major written communications to parties outside the Mission involving policy are cleared by the supervisor and/or submitted as appropriate to the Mission Director for clearance.

e. Nature, Level and Purpose of Contacts:

Frequent contacts within the Mission, with mid-level officials of the Ministry of Gender Equality and Child Welfare (MGEWC), MOHSS and other ministries as appropriate, international donors, NGOs, USAID cooperating agencies, contractors and implementing partners to provide assistance and technical guidance, to obtain information on plans and opinions and to solicit cooperation.

f. Supervision Exercised:

This is a non-supervisory position. However, the incumbent provides guidance to Team members and

coordinates their activities in the design, development and implementation of OVC project activities.

g. Time Required Performing Full Range of Duties:

Twelve months.